

# CITY OF LONG BEACH EMPLOYMENT OPPORTUNITY



## ***PROPERTY DEVELOPMENT OFFICER***

**DEPARTMENT OF ECONOMIC &  
PROPERTY DEVELOPMENT**



*The City of Long Beach is seeking an innovative, creative and strategic leader dedicated to the efficient administration of the **PROPERTY DEVELOPMENT DIVISION**.*



## THE COMMUNITY

Located along the Pacific Coast between Los Angeles and Orange County, the City of Long Beach combines the amenities of a big city with the tranquility of a California beach town. The nearly 52 square miles encompassed by Long Beach features one of the best coastlines in California and offers an average of 345 days of sunshine per year. The diverse population of approximately 470,000 enjoy the benefits of a global port, airport, attractive neighborhoods, 17 historic districts, an award-winning school district, and California State University Long Beach. All this is in addition to the numerous marinas and beaches spread along the shoreline.

With this idyllic coastal setting, Long Beach is able to provide residents with a plethora of cultural and recreational opportunities. Approximately six million visitors every year come to visit Long Beach's Aquarium of the Pacific, the International City Theatre, Queen Mary, and the Long Beach Convention Center. Athletic enthusiasts take pride in the City's significant coastal and aquatics offerings, as well as the annual Toyota Grand Prix of Long Beach. Long Beach's vibrant downtown has been growing at a rate four times higher than the rest of the city. This is due in large part to the abundant shopping and dining options that are easily accessed by bike or on foot. Furthermore, the City's proximity to such attractions as Catalina Island, Disneyland, and Universal Studios make Long Beach an ideal location.

Long Beach's status as a port city allows business to flourish. Manufacturing, transportation and warehousing, health and social services, education, and retail trade industries lead the way in this thriving city. The Downtown spending potential has seen over a \$100 million increase since 2012 and several new high-rise housing projects have been developed. Furthermore, there are several Business Improvement Districts operating in the city that provide development services to businesses and residents.

Boasting amenities few other cities can offer, Long Beach blends big city convenience with the friendly, relaxed atmosphere of an ocean-side community.

## CITY GOVERNMENT

Incorporated in 1897, the City of Long Beach functions under a Council-Manager form of government. The nine members of the City Council are elected by the constituents of their respective districts. The Council, together with the City's elected Mayor, is responsible for appointing the City Manager and the City Clerk, as well as the members of all charter-mandated commissions and committees.

Long Beach is a full-service city that serves its citizens through 22 departments, including Police, Fire, Library, Parks, Recreation & Marine, and Development Services. The City also owns and operates a leading deep-water port, offshore and onshore oil production, a gas utility, a water utility, a commercial airport, a public health department, a convention and entertainment center, two historic ranchos, three marinas, and five golf courses.

The municipality is supported by a total budget of approximately \$3.01 billion for FY 2015, and a General Fund budget of \$418 million. Approximately 6,000 full and part-time employees comprise the City's workforce with most represented by nine union associations.



## ECONOMIC & PROPERTY DEVELOPMENT

The newly created Department of Economic and Property Development includes approximately 13 employees organized into the divisions of Economic Development and Property Development. The Department is responsible for negotiating, coordinating and presenting real estate transactions for the acquisition, use and disposition of all City owned property. The Department provides guidance to businesses seeking to relocate, expand or enhance their operations into or within the City of Long Beach and provides financial assistance through various business incentive programs. The Department provides oversight and management of the City's Business Improvement Districts and serves as the City liaison providing contract management for the City's largest ground leases/developments including the Queen Mary, the Aquarium of the Pacific, the Pike at Rainbow Harbor, the Long Beach Convention and Entertainment Center and the Long Beach Towne Center. The Department is also responsible for providing staff support for the City's Economic Development Commission, the Economic Development and Finance Committee and the Belmont Shore Parking and Business Improvement Area Advisory Commission. The Department represents the City on the Downtown Long Beach Associates Board, the Queen Mary Historic Foundation Board and the Gateway Cities Council of Governments.

## THE POSITION

Under the general direction of the Bureau Manager, the Property Development Officer is responsible for and oversees the operation of the Property Development Division by providing day-to-day direction to and supervision of the professional and support staff in the division. The successful candidate will be a highly organized professional who is experienced in project management, contract management and real estate services. The Property Development Officer will direct, coordinate, assist with and/or directly handle the following:

- Leasing, tenant improvements, acquisition and disposition services, entitlement, title/escrow and due diligence activities for City-owned properties;
- Oversight of major City ground leases including the Queen Mary, the Aquarium of the Pacific, the Long Beach Towne Center and the Long Beach Convention and Entertainment Center;
- Budget oversight and management of revenue controls;
- Project management of special projects or assignments;
- Represent the City on the Queen Mary Historic Foundation Board;
- Serve as Acting Bureau Manager when necessary;
- Other related duties as assigned.

## IDEAL CANDIDATE

### **Minimum Requirements: Experience & Education**

Graduation from an accredited institution with a Bachelor's degree in Business Administration, Public Administration, or a closely related field and five years of increasingly responsible experience with a federal, state or municipal entity in one or more of the following areas: real estate acquisition/disposition, property development/management, or leasing/tenant improvement project management. Direct supervisory experience is desirable but not required. A valid Class C driver license is required. This position requires occasional attendance at evening and weekend meetings.

### **Professional Attributes:** The attributes that best describe the new Property Development Officer:

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| • Excellent project management skills                  | • Self-motivated and results oriented   |
| • Highly organized multi-tasker                        | • Direct communicator with superior interpersonal and public relations skills |
| • Creative and strategic with strong analytical skills | • Collaborative management style  |
| • Excellent written/oral communication skills          | • Dedicated to quality customer service                                       |
| • Consistently exercises good judgment                 |   |



## SALARY + BENEFITS

This position has an established salary range for which the midpoint is \$101,194. Appointments are generally made at or below the midpoint depending on experience. The City offers an attractive and comprehensive benefit package, including:

- **Retirement** – California Public Employees' Retirement System (CalPERS) with a benefit of 2.5% at 55 for Classic members (prior or current CalPERS or reciprocating agency members with less than a 6-month break in service) or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Coordinated with Social Security. Employee pays the employee portion.
- **Social Security** – City participates in Social Security.
- **Annual Vacation** – 12 days after 1 year of service; 15 days after 4 years, 6 months; 20 days after 19 years, 6 months of service.
- **Executive Leave** – 40 hours per year.
- **Holidays** – Nine designated holidays, plus 32 hours of personal holiday per year.
- **Sick Leave** – One day earned per month with unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums and/or retirement service credits.
- **Bereavement Leave** – Three days for death or critical illness of family member, plus three days of accrued sick leave, if needed.
- **Monthly Auto Allowance** – \$225 per month.
- **Health/Dental/Vision Insurance** – Competitive plans available for employees and dependents. The City pays major portion of the premium for employee and dependents depending on the plans selected.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000, in addition to \$20,000 term life.
- **Disability Insurance** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.

## EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

## APPLICATION PROCESS

Applicants must submit a letter of interest, resume reflecting scope and level of current/most recent duties including detailed salary history, and completed supplemental questionnaire (attached) to:

Department of Public Works/Personnel Division  
2929 East Willow Street  
Long Beach, CA 90806  
Jeanne.Mellor@longbeach.gov

Submissions must be received by **4:00 PM, Friday, July 31, 2015**. Incomplete submissions and/or candidates who do not meet the minimum requirements will not be considered. Only the most qualified candidates will be invited to participate in the selection process which will include an oral interview and may include a writing exercise. The selected candidate will be required to pass a thorough background and reference check prior to appointment.

This information is available in an alternate format by request to the Department of Public Works Personnel Division at (562) 570-4686. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when applying or contact the Personnel Division at (562) 570-4686.

## PROPERTY DEVELOPMENT OFFICER

### SUPPLEMENTAL QUESTIONS

1. Describe a major project you managed that involved multiple stakeholders with competing interests. How did you balance the needs of the stakeholders and resolve their issues while ensuring the project moved forward?
2. Please give an example of how you have implemented change within an organization. What steps did you take and what challenges did you have to overcome?
3. Describe your management style. How do you build effective relationships to motivate staff?